

## **ASU MI and ADDPC**

### **Participatory Budget Overview**

ASU MI is charged with assisting the ADDPC in conducting a participatory budget in an unserved/underserved community. The activity is part of ASU MI's contract that must be completed by 2/28/2018

The process shall closely follow these general rules to ensure the grants/evaluation process is fair, transparent and meets one of the Goals of the ADDPC State Plan.

Information to identify and finalize:

1. What ADDPC Goal and Objective will this meet? Inclusion
2. Which unserved/underserved community will be targeted? Cochise County
3. What is the total amount of funding to approve? Approximately \$40,000
4. Will there be single or multiple awards selected by the ADDPC and the community? The ADDPC will review multiple requests and select the top three; the community will then make a final selection from those three. It is anticipated that each applicant will provide a presentation to the citizen panel.
5. What is the length of time for the award/contract period? One year from date of award.
6. What is the scope of work based on? What are the specific community needs to be addressed? The goal Community inclusion of people with DD
7. Who will receive the competitive solicitation? Various government, schools, and non-profit agencies in Cochise County. Other applicants from another county may apply but preference will be given to an applicant that is from Cochise County.
8. How long will the grant solicitation be available? 6-8 weeks
9. Will there be in an internal evaluation committee to make a recommendation to the ADDPC and /or the community? How many proposals will be forwarded to the community participatory budgeting? Either the Grants Committee or an outside evaluation committee will do the preliminary review. Those requests will be forwarded to full or executive committee of the Council; final selection will be done by the citizen panel and they will review top three or four.
10. Who are and how many of the community members will be part of the participatory budgeting process? Will the final selection take place in a public forum? 10 persons with DD and 10 family members that are representative to the county will make the final selection at the forum.
11. Will accepted applications follow certain application criteria, such as Narrative, Budget, Timeline, Organizational Capacity, Staffing and will Match be required? Yes to each section.

12. Will organizations from Phoenix or other outside communities be allowed to apply for funding to conduct a program within the designated community? Yes, however it will be notated that priority funding will be granted to applicants from the designated community.

13. When does the grant solicitation need to be released? For how long? When should an award notification take place? No later than November 1. 6 week release = Dec. 13<sup>th</sup> Due Date; 8 week release = Dec. 27<sup>th</sup> Due Date. The month of January will be ADDPC evaluation; the month of February is ASU MI's role in coordinating the citizen panel.

14. What other concerns need to be addressed? Discussion and approval by Grants Committee for new process to take place on solicitation and awards.

## **Cochise County Participatory Budgeting Process & Scope of Work**

### *Part 1:*

#### **Total Amount Available**

\$40,000

#### **Contract Period**

One year contract will be established.

#### **Eligibility**

This is a Competitive Solicitation. Applicants must have experience in working directly with individuals with intellectual and/or developmental disabilities (I/DD). The solicitation is open to the following organizations/agencies:

- Non-profits, for-profits, and LLCs
- Governmental agencies
- Universities
- Tribal governments

#### **Requirements of Applicants**

The ADDPC awards contracts to Applicants whose programs are considered the most advantageous to the State, and that can demonstrate the following strengths in their program narrative / methodology, organizational capacity, qualified personnel, and proper usage of federal funds.

- Applicants shall have experience in and use activities that are evidence-based and/or are derived from a best practice model. The activities shall target persons with I/DD, but may include family members, and/or stakeholders in the community.
- Applicants shall have the ability and capacity to target communities in Cochise County that are unrepresented. Applicant shall have experience in various outreach methods.
- Applicants shall have experience in developing and implementing activities that are culturally, linguistically responsive, age appropriate and sensitive to the persons they serve.

- Applicants shall have experience with establishing partnerships with other community stakeholders that will support the applicant's project and support the ADDPC objective(s).
- Applicants shall be familiar with and encourage persons with I/DD to use assistive technology (AT), incorporating the usage of AT in the overall program design, as appropriate.
- Applicants agree to collect evaluation data as stated in the Evaluation section and share information, reports and summaries with the ADDPC, including pictures of participants (with their permission) of the program in action.

## *Part 2:*

### **What does Inclusion Mean**

Inclusion means that all people, regardless of their abilities, disabilities, or health care needs, have the right to:

- Be respected and appreciated as valuable members of their communities;
- Participate in recreational activities in neighborhood settings;
- Work at jobs in the community that pay a competitive wage and have careers that use their capacities to the fullest;
- Attend general education classes with peers from preschool through college and continuing education

### **Inclusion outcomes can look like...**

- Martina, a woman with a visual impairment, sings in her church choir.
- Tyrone became interested in politics through his city's Independent Living Center (ILC), a resource center for people with disabilities. He now advocates for his own rights and teaches other people about disability rights issues.
- Esmeralda, a woman with cerebral palsy, started working in a local office after graduation, where she goes for lunch and after-work outings with her co-workers.
- Adam, who has Down syndrome, is an Eagle Scout in the Boy Scouts of America.
- Lee, an eight-year-old girl with special health care needs, attends her local elementary school, with help from her school nurse and a portable ventilator.

## *Part 3:*

### **Inclusion: Goal, Objective and Project Narrative Format**

The purpose of this RFGA is to support the Council's Goal of Inclusion, in Cochise County, by supporting innovative projects that support persons with DD to be included in their community. Applicants shall address both Goal and Objective in their Project Narrative / Methodology.

**Goal:** Motivate communities to include people of all ages who have developmental disabilities in all aspects of community life.

**Objective 1:** To identify and decrease barriers to community life for people who have developmental disabilities throughout their lifespan by targeting community members, families, and individuals with DD through outreach, education, linkage to community resources, and community engagement activities that promote inclusion.

**Project Narrative / Methodology (8 pages maximum)**

In completing the Project Narrative / Methodology, Applicants must address the following questions listed below with sufficient detail and in the order as stated.

1. Provide a 1 page Executive Summary of the proposed project, to include target communities, key project tasks, organizations involved, key staff, and requested dollar amount
2. Describe the community setting you are targeting. How does the target community currently support people with developmental disabilities to be included in everyday life? Describe the greatest barriers to their inclusion.
3. Describe the project idea. What is the age of the target population, and how will they be identified for participation in the project? Specifically, what activities will be implemented? How many will benefit from the proposed project?
4. After the end of grant funding, what realistic changes do you hope to see in your community in how people with developmental disabilities are supported, treated, and engaged in community life? How will you know if the proposed project idea did address barriers and advance inclusion.

5. List the collaborators involved, what their role is, and if they are providing any resources, such as cash or in-kind value. Please include letters of commitment from collaborating organizations.

6. How will the project be monitored? How will barriers to project implementation be addressed?

*Part 4:*

**Evaluation (2 pages maximum)**

The funded Contractor agrees to capture baseline data on the proposed project activity and participants. In addition, the ADDPC may require additional performance measures to be collected. The Contractor will be informed of any additional data to collect by the ADDPC after an award is made.

Evaluation Narrative shall not exceed 2 written pages. Applicants shall provide a narrative on the following questions:

- 1) How will the Applicant assure that participants have a good understanding of the term Inclusion and what it means to the individual participant?
- 2) Describe what evaluation data will be collected, how often, by whom and how it will be reported. Also describe how this information will be used by the Contractor.

**Deliverables to the ADDPC**

If awarded a contract, Contractors will be required to provide the ADDPC two reports and at times may be asked to present information to the full Council. The ADDPC may provide a narrative report template for Contractors to use. Reporting to the ADDPC shall include:

1. Quarterly report on the status of your project, implementation plan, and evaluation data.
2. Other information deemed necessary by the ADDPC. The ADDPC's Community Relations Specialist will contact the Contractor throughout the funded period and the Contractor agrees to provide information to the ADDPC including, but not limited to interviews from program participants; interviews from the Contractor; pictures of persons with developmental disabilities participating in a program; and site visits.